

UI REA PROPOSAL OUTLINE FOR FIRST YEAR REA GRANTS

1. UI REA Grant Proposal. The format below must be used for the UI REA grant proposal by states that have not received an REA grant in the past. The State Workforce Agency's (SWA's) submission of a grant proposal means it agrees to participate in a U.S. Department of Labor study of the effectiveness of the UI REA initiative. Each project should include a contact name, telephone number, and e-mail address for the REA program manager.
2. Expenditures and Schedule. Proposals must include a description of proposed expenditures and a projected schedule for significant project activities. Any proposed expenditures that do not address all of the required information will be deducted from the grant allocation.
3. Scoring Elements. The following elements are used to score the proposal. Each element is important and should be addressed fully in the proposal. Proposals must have a score of 80 points or more to be recommended for funding. Proposals should use the following format.
 - a. Project Costs. The proposal should include both fixed minimum costs and incremental costs which, if funded, would allow the state to expand the project to serve a larger number of claimants. Costs should include the projected costs for programming the ETA 9128 and the ETA 9129 reports as a one-time cost. Reporting instructions can be found in ET Handbook No. 401. This information should be used to determine the approximate programming time for developing REA reports. The costs for programming these reports should be clearly identified in the project costs.
 - i. Fixed Minimum Costs. The proposal should describe the costs to implement the UI REA program and conduct the first 10,000 assessments. This should include staff costs, contract staff costs, and the costs of any equipment needed to implement the system. Costs may include activities such as gathering the required management information, programming the selection of claimants, as well as delivering the services to claimants.
 - ii. Incremental Costs. The proposal should also provide the costs for performing assessments in addition to the initial 10,000. These costs should be expressed as costs per 10,000 assessments. States that do not wish to perform more than 10,000 assessments may omit this information. Incremental costs will likely consist primarily of costs related to service delivery (i.e., conducting the REA) rather than costs such as development of management information systems.

- iii. Staff Needs. The proposal should identify both one-time SWA staff needs (in excess of base staff) and any contract staff needs. Staff needs should include the type of position, the expected number of staff hours, and the projected hourly cost. States should identify staff costs for developing REA reports and programming requirements separate from the costs for providing REAs to claimants. SWAs should include information in the following format for all staff requests.

Position Title	# Hours	Cost Per Hour	Total Cost
Claims Adjudicator	120	\$50	\$6,000

Any staff costs must be for staff in excess of staff funded by the SWAs base grant. When staff is assigned to the UI REA grant project and the vacated position is backfilled by another individual who is not funded under the base grant, this results in the addition of a second staff member. In this case, the cost of the UI REA grant staff activities can be funded as the backfilled position incurs the base staff funding. Costs incurred by SWA staff assigned to the project on a temporary basis cannot be funded by the UI REA grant unless additional costs are incurred.

If contract staff is requested, documentation should include the type of position, estimated contract staff hours, anticipated costs per hour, and total cost.

- iv. Other. Include costs for other activities and/or equipment not identified above. Each cost should be broken down to the specific cost item with a description of each cost and the associated costs for each item requested.

The weight of this element is 15 percent of the total score.

- b. Project Design. A description of the UI REA project should address all key aspects of the design concerning the active interaction between UI and any other One-Stop Career Center staff providing UI REA services. At a minimum the following questions should be answered:

- How will beneficiaries be selected for the assessments?
- What are the proposed staffing arrangements for assessments at the One-Stop Career Center facility (e.g., assessments will be performed by UI staff, "contracted" staff or others)?
- How will beneficiaries be referred to reemployment services and/or to UI adjudication staff, as appropriate?

- How will assessments be structured? Describe how the beneficiaries will participate.
- How will information be shared among UI and other parties, and how will the work search/service plans and activities be documented? For example, if service plans are developed, what will they include and what will be the beneficiaries' responsibilities? If service plans are not developed, how will information be documented?
- What feedback loop will provide information to the UI program about the results of referrals to reemployment services?
- Describe any additional factors not covered in this list that will be a part of the project.

The weight of this element is 45 percent of the total score.

- c. Projected Performance Improvements. The proposal should identify the areas in which UI program performance is expected to improve through implementation of the proposed project. It should identify the magnitude of the work to be accomplished in terms of the beneficiary population to be served. The proposal should state clearly how the project may improve program operations, including a brief description of what services are generally provided to the selected beneficiary population under current staffing. If the SWA has done any study of the unmet service needs of this beneficiary population, these findings should be included. If the SWA has information to show that the projected assessments should lead to a reduction in overpayments or the average benefit duration, or faster reemployment, this information should also be included in the narrative.

The weight of this element is 15 percent of the total score.

- d. Estimated Time and Cost for Each Assessment. Provide an estimate of the time and the cost for each assessment. If appropriate, varying levels of service may be specified in conjunction with varying costs, e.g., beneficiaries who are determined to be "job ready" may cost less to serve. Sufficient information should be provided to illustrate how the SWA determined the projected staff costs and projected staff time for the various components of the assessment that were used to determine the maximum number of assessments that could be accomplished based upon the grant amount requested.

The weight of this element is 15 percent of the total score.

- e. Project Timeline. A timeline of the project should be included identifying each significant step, including project design and implementation. Any programming requirements necessary to select and track participating beneficiaries should be included in the timeline.

The weight of this element is 10 percent of the total score.